

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 9 July 1951

FROM : Chief, Bldg. Maintenance and Utilities

SUBJECT: Report of Operations by the Building Maintenance and Utilities Division during the month of June, 1951.

## Volume:

A.	1. Requests for services on hand prior to June 1	14
	2. Requests on hand two months old or older	2
	3. Requests for services on hand 30 June	53
B.	Requests for services received in writing during June	239
C.	Telephone calls received during June	2525
D.	1. Orders submitted to GSA charged to quarterly encumbrance.	163
	June allotment of quarterly encumbrance for alterations and renovations \$11,308.00	
	2. Special orders submitted to GSA not charged to quarterly encumbrance	
	a. Renovations (251-165) \$66,637.00	
	b. Renovations (Other) 580.00	
	\$67,217.00	
	3. Quarterly orders submitted to GSA \$218,810.00	23
	4. Orders submitted to GSA nonreimbursable (written and verbal)	500
	5. Routine inter-office memorandums and inter-agency letters.	48
E.	1. Space moves during June	11
	2. Total personnel moved	119
	3. Equipment moves	25
	4. Man hours worked by GSA	276
	5. Estimated cost	\$393.60
	June allotment of quarterly encumbrance for Laborers and Trucks	\$3333.00
F.	Protective Service (GSA Guard Posts)	
	1. Reimbursable Posts	146
	2. Non-reimbursable Posts	31
	June allotment of quarterly encumbrance	\$51,733.00

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G. Monies paid to GSA during the month of June for services rendered during the month of March.

1. GSA Guards	\$51,187.64
2. GSA Laborers and Trucks	8,828.46
3. Alterations and Installations	836.38
4. Janitorial Service	46.51
5. Elevator Service	45.64
6. Hot Plates	-----
7. Fireman-Laborers	1,044.68
	<u>\$61,989.31</u>

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Attachment